


MUNICIPAL ANNUAL REPORT

SCHEDULE REFERENCE SHEET

Ownership Section

Schedule Name	Cover Sheet
Annual Report Page No.	Schedule Listing Page 0
Navigation	Not applicable - totally derived data
Warnings	None
Miscellaneous Features	The cover is entirely derived.
Derived Values (To/From)	The Cover information is derived from the Identification and Ownership Schedule.

 **pg 0: Cover Sheet**

Cover Page Information:
Information (other than Utility ID and Year) is brought forward from the Identification and Ownership Schedule.

Utility ID:

Year:

Exact Utility Name:

Street Address:

PO Box:

City:

State:

Zip Code:

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SCHEDULE REFERENCE SHEET

Ownership Section

Schedule Name	General Rules for Reporting
Annual Report Page No.	i
Navigation	Not applicable - display only
Warnings	None
Miscellaneous Features	Changes cannot be made to this schedule. It can be read by opening the schedule. It can be printed from the opened schedule and/or when the entire report is printed.
Derived Values (To/From)	Not applicable

pg i : General Rules for Reporting

Year ended: December 31, 1998 Utility No. 120 - ALTOONA MUN WATER AND SEWER UTILITY Page i

GENERAL RULES FOR REPORTING

1. Prepare the report in conformity with the Uniform System of Accounts prescribed by the Public Service Commission of Wisconsin.
2. Numeric items shall contain digits (0-9). A minus sign "-" shall be entered in the software program to indicate negative values. Parentheses shall not be used for numeric items. The program will convert the minus sign to parentheses for hard copy annual report purposes. Negative values may not be allowed for certain entries in the annual report due to restrictions contained in the software program.
3. The annual report should be complete in itself in all particulars. Reference to reports of former years should not be made to take the place of required entries except as otherwise specifically authorized.
4. Whenever schedules call for data from the previous year, the data reported must be based upon those shown by the annual report of the previous year or an appropriate explanation given why different data is being reported for the current year. Where available, use an adjustment column.
5. All dollar amounts will be reported in whole dollars.
6. Wherever information is required to be shown as text, the information shall be shown in the space provided using other than account titles. In each case, the information shall be properly identified. Footnote capability is included in the annual report software program and shall be utilized where


Date Printed: 12/14/1998 9:34:35 AM PSCW Annual Report: MCF

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Ownership Section

Schedule Name	Signature Page
Annual Report Page No.	ii
Navigation	Standard
Warnings	None
Miscellaneous Features	The date entered should be later than the dates any other schedules were completed. The electronic version cannot be physically signed. The "signature" should be the name of the officer who is responsible for verifying that the data provided is from the utility's books and records. The named officer is verifying that the electronic version on file at the utility is identical to the electronic version filed with the PSC.
Derived Values (To/From)	Name of the utility is derived from the Identification and Ownership Schedule.

 pg ii: Signature Page

Signature Page Information:

Utility:

Person Responsible
for Accounts:

Signature Date:

Title of Person Responsible
for Accounts:

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SCHEDULE REFERENCE SHEET

Ownership Schedules

Schedule Name	Table of Contents
Annual Report Page No.	iii
Navigation	Not applicable - display only
Warnings	None
Miscellaneous Features	Changes cannot be made to this schedule. It can be read by opening the schedule. It can be printed from the opened schedule or when the entire report is printed.
Derived Values (To/From)	Not applicable

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SCHEDULE REFERENCE SHEET

Ownership Section

Schedule Name	Identification and Ownership (1 of 4)
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Please Note: All four Identification and Ownership Schedules must be completed in order to complete the Identification and Ownership page of the annual report. However, if you print from within any one of these schedules, the complete Identification and Ownership page of the annual report, containing all four sections, will print. It is therefore not necessary to print the Identification and Ownership page until all four schedules are complete and then the Identification and Ownership page can be printed from any one, and only one, schedule. The Identification and Ownership page may also be printed with the "print entire report" feature. Any cells populated from the prior year should be reviewed carefully for accuracy on all four schedules.

Annual Report Page No.	iv
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Navigation	Standard
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Warnings	Certain cells require data and cannot be left blank.
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Miscellaneous Features	<p>Edit and update data derived from the prior year annual report.</p> <p>Enter text carefully as there is not a program function to spell-check. Text is converted to all caps when entered. A street address or P.O. box number, city, state, and zip code are required. The state can be selected from a dropdown list or WI can be entered for Wisconsin. Please provide the utility web site address if available. All yes/no questions must be answered.</p> <p>Enter a four digit number whenever a year is to be entered. The program will accept a two digit number but will automatically insert it between the years 1950 and 2049. For example, if 37 is entered and intended for the year 1937, the program will enter 2037 as the year.</p> <p>If utility commission/committee is City Council, etc. enter that name. Do not leave field blank.</p>
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Derived Values	.
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(To/From) Exact utility name flows to the Cover Schedule.

pg iv: Identification and Ownership

Utility Name and Address

Exact Utility Name: CLEARLAKE WATER & LIGHT

Street Address: 1234 MAIN ST

PO Box: 228

City, State, ZIP: ANYTOWN MI 55555

When was utility organized?

Date: 1/1/1899

Report any change in name and the effective date:

New Name:

Effective Date:

Utility Web Site:

Utility Audit

Are records of utility audited by individuals or firms, other than utility employee? ☒ Yes ☐ No

If "yes," enter name and address of individual or firm on the Contacts screen.

Date of most recent audit report: 2/21/2001

Period covered by most recent audit: 2000

Utility Commission/Committee

Name of Utility Commission/Committee: CLEARLAKE WATER & LIGHT

Enter names of members on the Utility Commission/Committee screen.

Sewer Service

Is sewer service rendered by the utility? ☐ Yes ☒ No

If "yes," has the municipality, by ordinance, combined the water and sewer service into a single public utility, as provided by Wis. Stat. § 66.0819 of the Wisconsin Statutes? ☐ Yes ☐ No ☐ N/A

Date of Ordinance:

Contract Operations

Are any of the utility administrative or operational functions under contract or agreement with an outside provider for the year covered by this annual report and/or current year (i.e., operation of water or sewer treatment plant)? ☐ Yes ☒ No

If "yes," provide information regarding the provider on the Contract Operations screen.

SCHEDULE REFERENCE SHEET

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Ownership Section

Schedule Name	Identification and Ownership – Contacts (2 of 4)
Annual Report Page No.	iv
Navigation	Standard
Warnings	Certain cells require data and cannot be left blank.
Miscellaneous Features	<p>Contacts contains five types of contact records. The five records are: 1) utility employee in charge of correspondence concerning this report, 2) individual or firm other than the utility preparing the report, 3) individual or firm, if other than utility, auditing records, 4) names of utility management, and 5) President, Chairperson, or Head of Utility Commission/Board or Committee.</p> <p>Enter text carefully as there is not a program function to spell-check.</p> <p>Record 1: A program function automatically enters characters as all caps. A street address or a P.O. box number must be entered, as well as the city, state, and zip code. There is a dropdown for state or WI may be entered. Telephone numbers are entered as 10 digits, with the () and - inserted as a function of the program. Use care when entering FAX and regular telephone numbers, both for accuracy and to avoid transposing one for another. Please provide an e-mail address if available.</p> <p>Records 2 and 3: Same as Record 1. Please include a firm's name, if applicable.</p> <p>Record 4: Same as Record 1.</p> <p>Record 5: Same as Record 1. This is the President or Chair of the Utility Board or Commission. Where there is none, it is the Chair of the Village, Town, or City Council or Board, or the utility subcommittee of the council or board. An address other than the utility address is preferred.</p> <p>Inserting a new record: . Additional fields may be entered for Records 1-5 by clicking the Insert New Record icon. Select the contact type from the dropdown list provided. Page up and down key moves the user between records. If you insert a new record, such as an additional utility management name, it becomes Record 1 and Record 5 becomes Record 6. However, the records will appear in the appropriate order when the new record is saved.</p> <p>Deleting records: Records may be deleted by clicking on the delete icon while within the record to be removed.</p>

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Please Note: At least one management name must be provided even if that name is already reported in the "Utility employee in charge of correspondence" record.

Printing the schedule: If you print from this Identification and Ownership Schedule, all four schedule sections of the Identification and Ownership page will be printed. Therefore, all four schedules should be completed before printing.

Derived Values
(To/From)

None

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pg iv : Identification and Ownership - Contacts

Contact Type: Utility employee in charge of correspondence concerning this report **Record 1 of 8**

Name: JOHN JONES
Title: SUPERINTENDENT

Street Address:
PO Box: 335
City, State, ZIP: COLUMBUS VM 53925-0335
Telephone (include area code): (920)623-6341 **ext.:** **Fax Number:** (920)623-3284 **ext.:**
E-mail Address: jandler@wppisys.org

Contact Type: Individual or firm, if other than utility employee, preparing this report **Record 2 of 8**

Name: DENVER & COMPANY, LLP
Title:
Firm: DENVER & COMPANY, LLP

Street Address:
PO Box: 3244
City, State, ZIP: MADISON VM 53707
Telephone (include area code): (800)362-5344 **ext.:** **Fax Number:** (608)249-6335 **ext.:**
E-mail Address: tsmith@denver.com

pg iv : Identification and Ownership - Contacts

Contact Type:

- Utility employee in charge of correspondence concerning this report
- Individual or firm, if other than utility employee, auditing utility records
- Utility employee in charge of correspondence concerning this report
- Names and titles of utility management including manager or superintendent
- Individual or firm, if other than utility employee, preparing this report

Record 1 of 8

Street Address:
PO Box: 335
City, State, ZIP: COLUMBUS VM 53925-0335
Telephone (include area code): (920)623-6341 **ext.:** **Fax Number:** (920)623-3284 **ext.:**
E-mail Address: jandler@wppisys.org

Contact Type: Individual or firm, if other than utility employee, preparing this report **Record 2 of 8**

Name: DENVER & COMPANY, LLP
Title:
Firm: DENVER & COMPANY, LLP

Street Address:
PO Box: 3244
City, State, ZIP: MADISON VM 53707
Telephone (include area code): (800)362-5344 **ext.:** **Fax Number:** (608)249-6335 **ext.:**
E-mail Address: tsmith@denver.com

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SCHEDULE REFERENCE SHEET

Ownership Section

Schedule Name	Identification and Ownership - Commission/Committee (3 of 4)
Annual Report Page No.	iv
Navigation	Standard
Warnings	Certain cells require data and cannot be left blank.
Miscellaneous Features	<p>Enter text carefully as there is not a program function to spell-check.</p> <p>Use Insert New Record icon to create a new record for each additional name.</p> <p>Please provide titles for the listed names. At a minimum, provide the title of the President or Chairman. If the utility operations are managed by the elected governing body (city council, village board, town board, etc.), please provide at least one name from the governing body that can be contacted, such as mayor, council president, etc. If necessary, provide additional information in a schedule footnote. The original record can not be deleted.</p> <p>Printing the schedule: If you print from this Identification and Ownership Schedule, all four schedule sections of the Identification and Ownership page will be printed. Therefore, all four schedules should be completed before printing.</p>
Derived Values (To/From)	None

Prefix	First	Middle	Last	Suffix	Title
MR	TOM		HARTWIG		
MR	RICK		JORDAN		
MR	BRADLEY		OSTBY		CHAIRMAN

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SCHEDULE REFERENCE SHEET

Ownership Section

Schedule Name	Identification and Ownership - Contract Operations (4 of 4)
Annual Report Page No.	iv
Navigation	Standard
Warnings	When a Name is entered, certain cells require data and cannot be left blank.
Miscellaneous Features	<p>Enter text carefully as there is not a program function to spell-check.</p> <p>For each Contract Operation listed, a street address or P.O. box, city, state, zip code, and telephone number are required. A brief description is also required.</p> <p>Please note: Contract Operations is <u>neither</u> intended to be used to list information for wholesale purchased water or wholesale purchased electric power, nor contracts with the municipality for providing services. It is intended that the listing would be composed of those contracts or agreements where a significant or entire portion of the operations on a day-to-day basis are carried out by an outside independent party for the year covered by this report. Examples would be for contracts entered into by the utility with an outside independent party to operate a water or sewer treatment plant. If the contract does not have a specific ending date, report a future date, i.e. December 31 of the current year. In the text box for description of the nature of the contract operations, indicate that there is not a specific actual ending date, and if applicable, provide information regarding conditions for contract termination.</p> <p>Inserting new record: If more than one contract operator is to be listed, use the Insert New Record icon to open each additional record. The original record can not be deleted.</p> <p>Printing the schedule: If you print from this Identification and Ownership Schedule, all four schedule sections of the Identification and Ownership page will be printed. Therefore, all four schedules should be completed before printing.</p>

Derived Values

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(To/From) Not applicable

pg iv : Identification and Ownership - Contract Operations

Provide the following information regarding the provider of contract services: **Record 1 of 1**

Press Insert toolbar icon to specify additional contract service providers

Firm Name: SMITH & ASSOCIATES

Street Address: 123 NORTH MAIN STREET

PO Box: 246

City, State, ZIP: NEARTOWN VM 53111-0246

Contact Person - First Middle Last: GERALD L SMITH

Prefix Suffix: MR

Title: MUNICIPAL SPECIALIST

Telephone (include area code): (715)524-3123 ext.:

Fax Number (include area code): (715)524-4829 ext.:

E-mail Address:

Contract/Agreement beginning-ending dates: 1/1/1997 1/1/1999

Provide a brief description of the nature of Contract Operations being provided:

Provide all utility accounting and operate water treatment plant.